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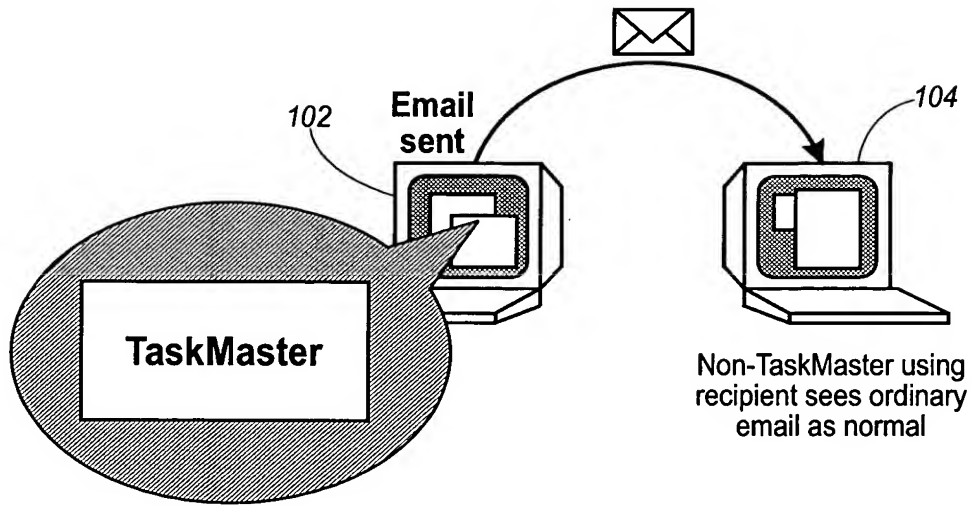


FIG. 1

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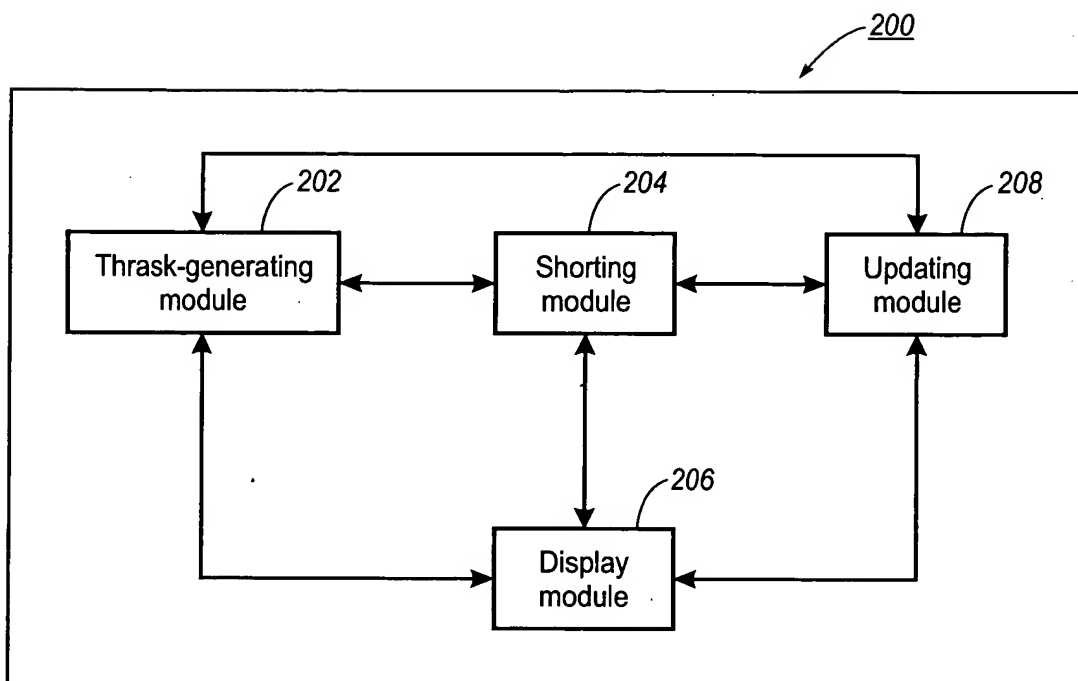


FIG. 2



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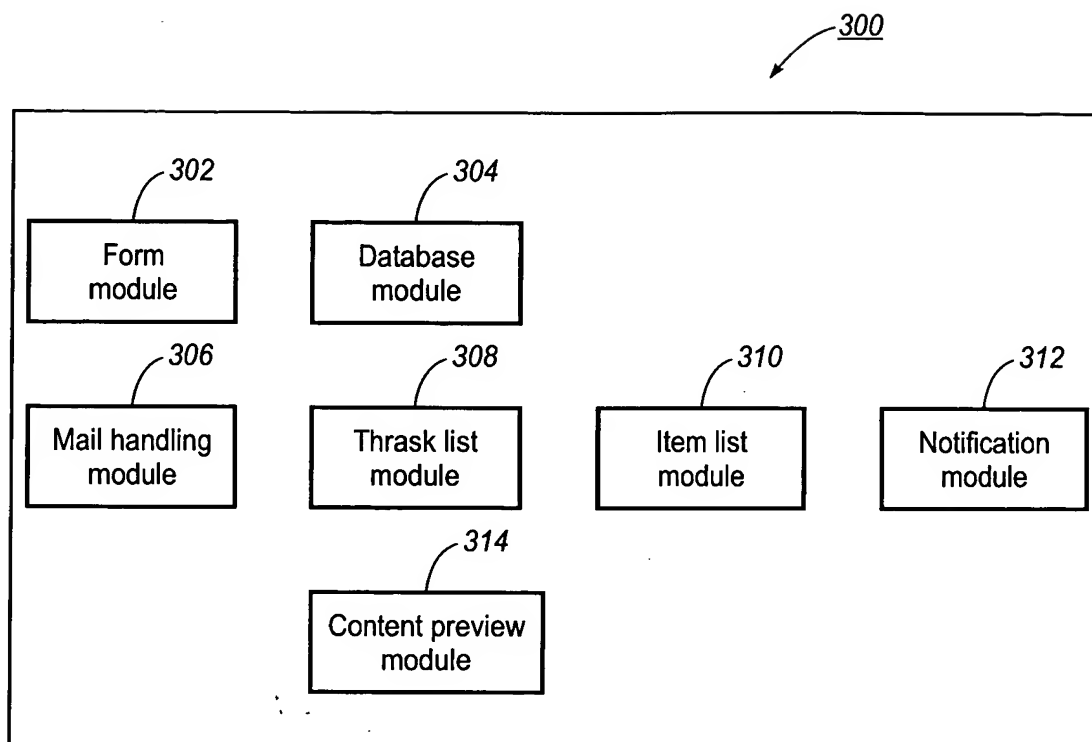


FIG. 3

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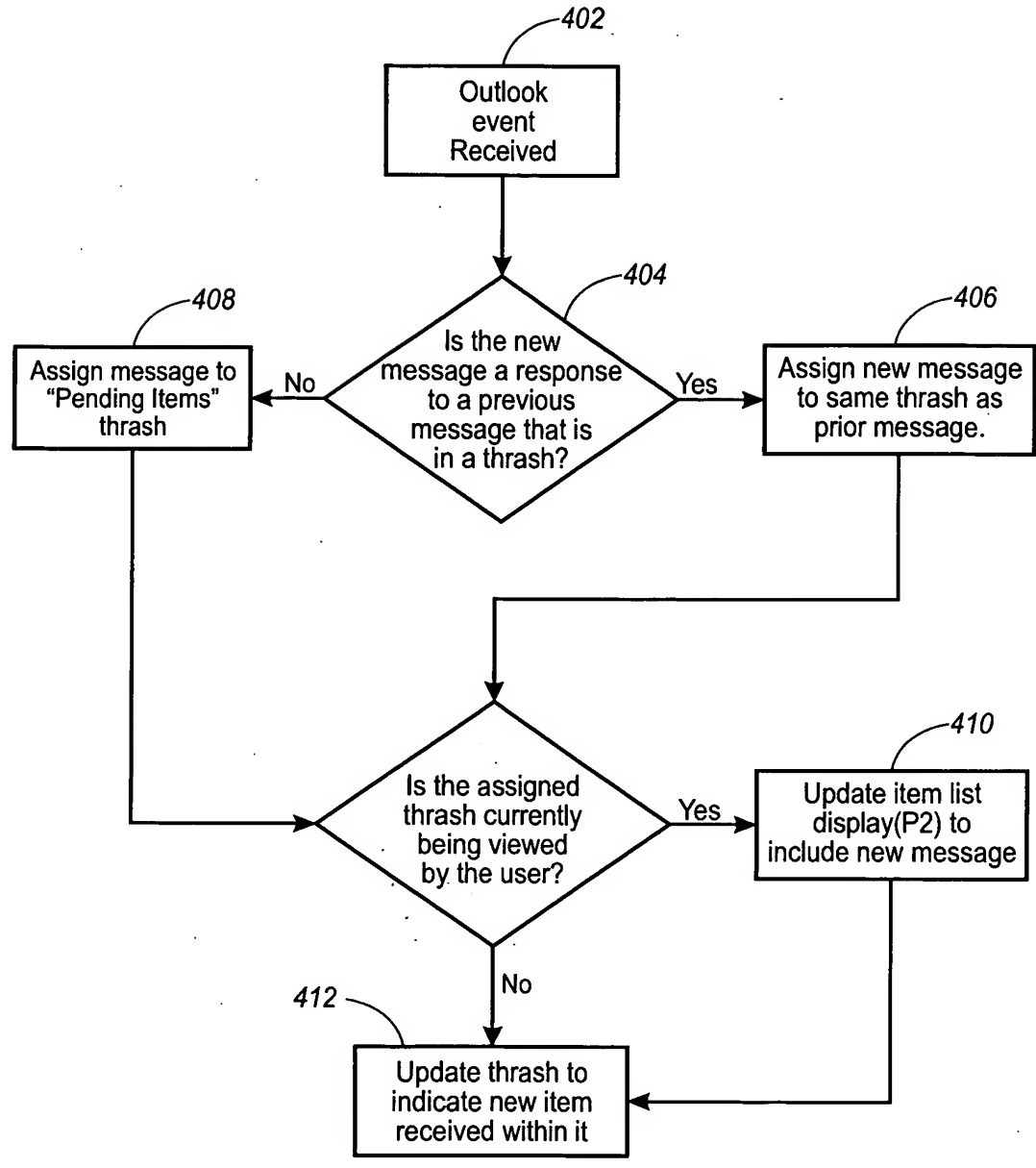


FIG. 4

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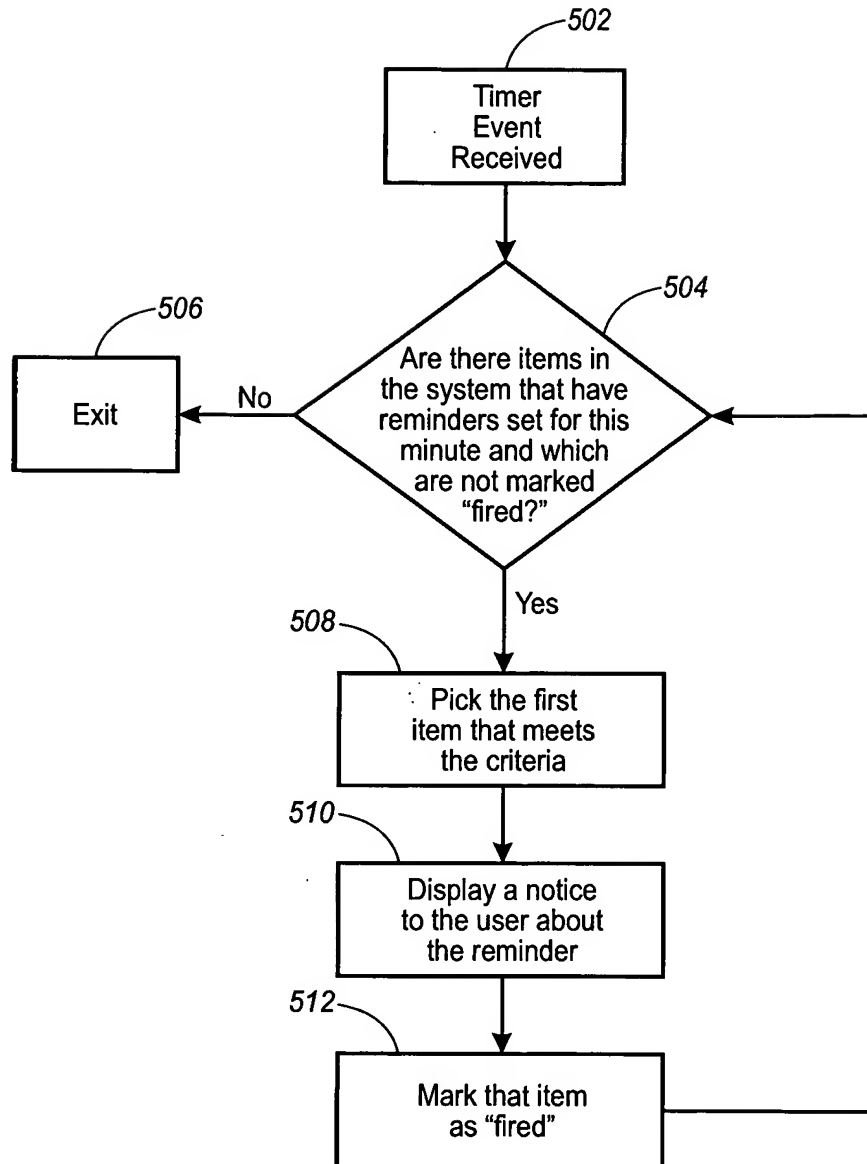


FIG. 5

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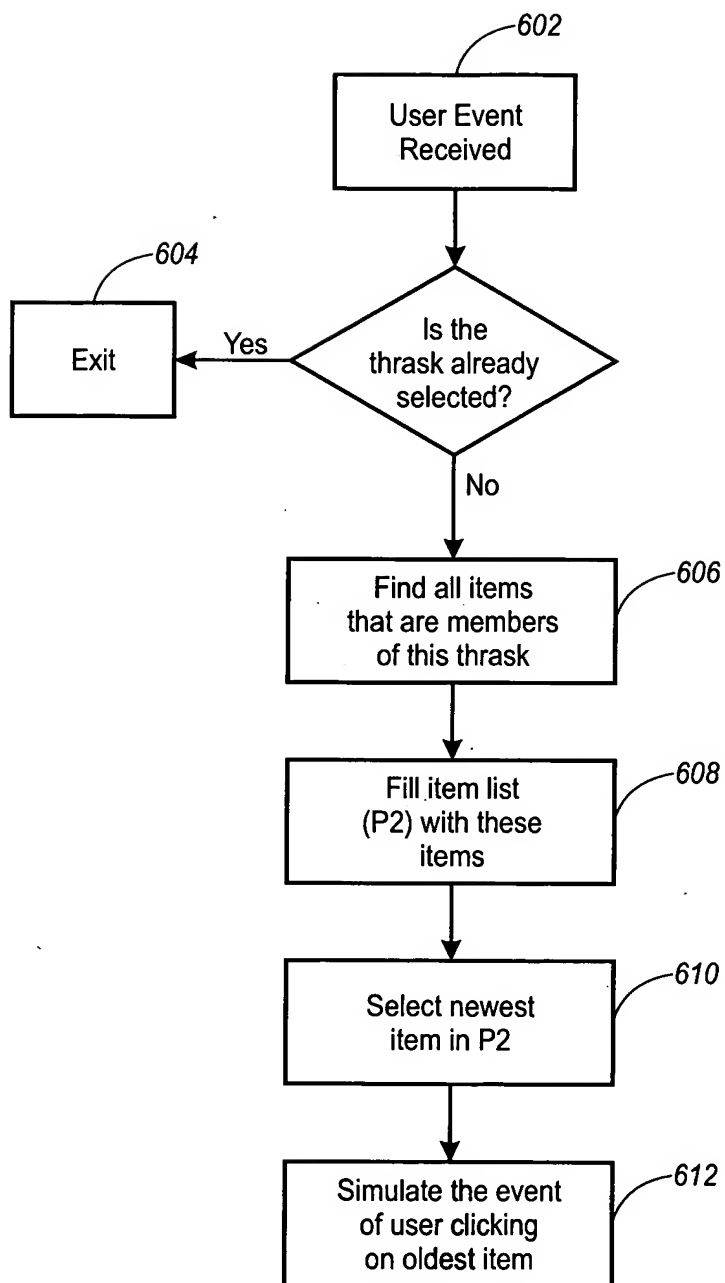


FIG. 6

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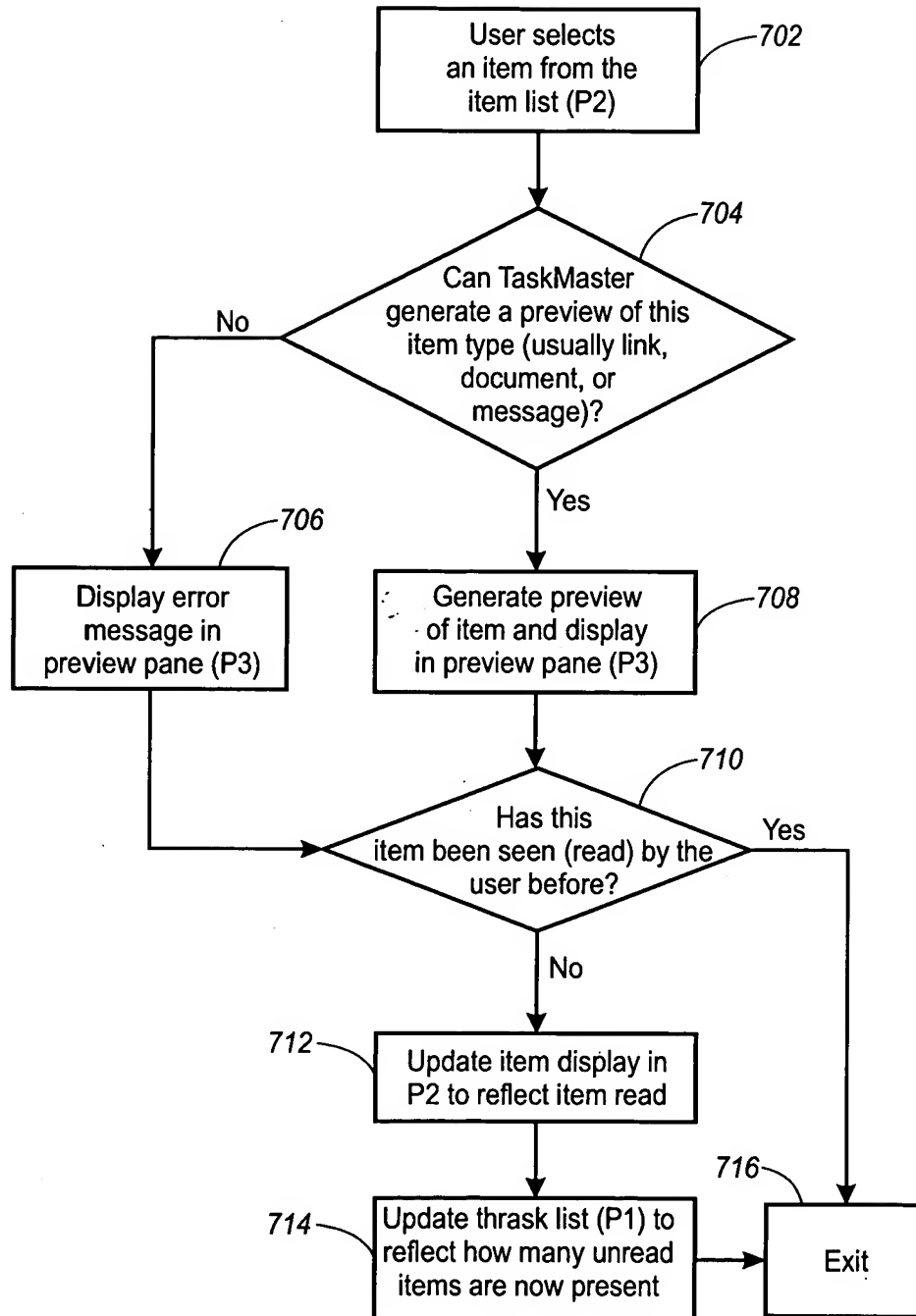


FIG. 7



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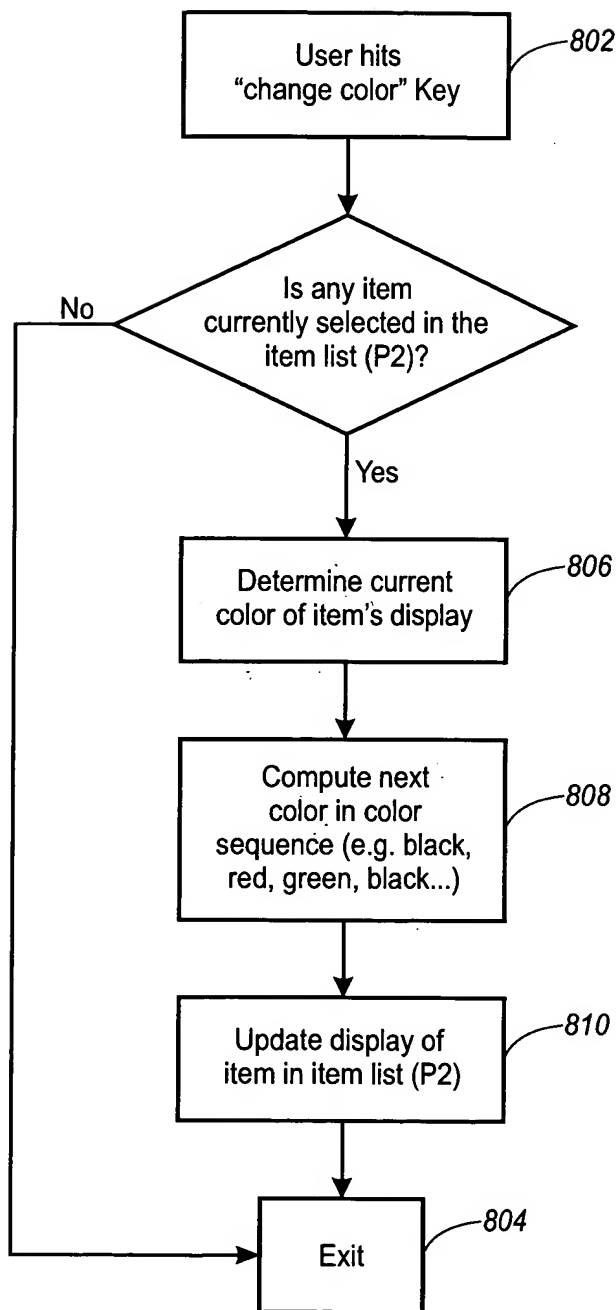


FIG. 8



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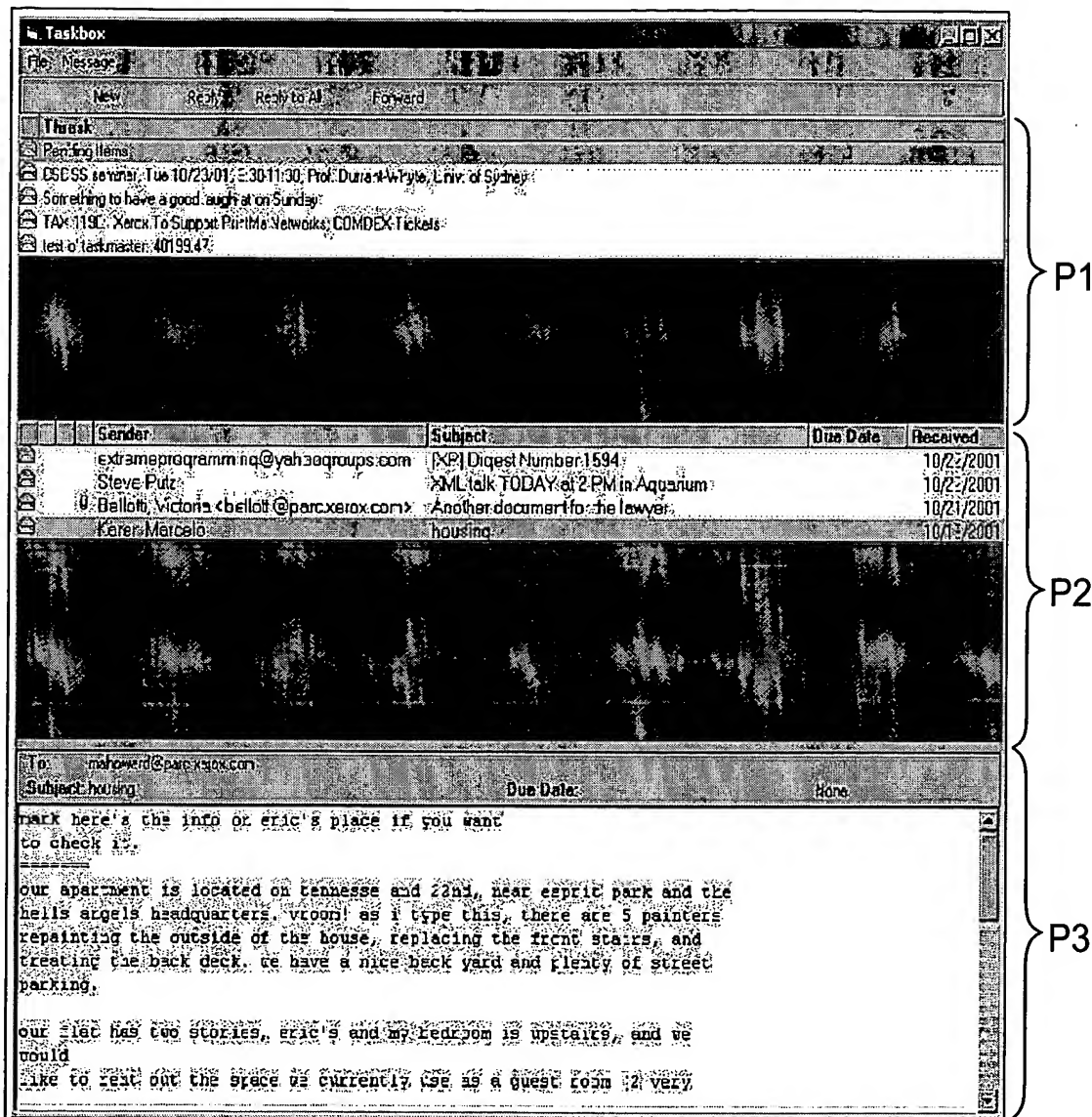


FIG. 9



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Title	Options	Due	Balls	Most Recent Sender	Date	Notes
Incoming New Items				Mata Hari	10/27/01	Call with cha
Purchasing				Imelda Marcos	10/17/01	
Talks and events				George Bush	09/22/01	Empty crispet
SHY2003 Reviews				Don Norman	10/01/01	
Appraisals				Bart Simpson	10/27/01	Send new fol
Cloud 9				Diana Spencer	10/27/01	
End of the Rainbow				Dorothy Gale	10/26/01	
Expenses				John Doe	10/27/01	

FIG. 10



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End of the Rainbow	Items due action	Dorothy Gale	Change item status
	All deadline items	Toto Fido, Wanda W...	Reply
	Most recent senders	John Lion	New message to
	All senders/recipients	MeetingMinutes.doc	All messages from
	Make event/appointment		
	Include item/document		
	Include link		
	Defer		

FIG. 11



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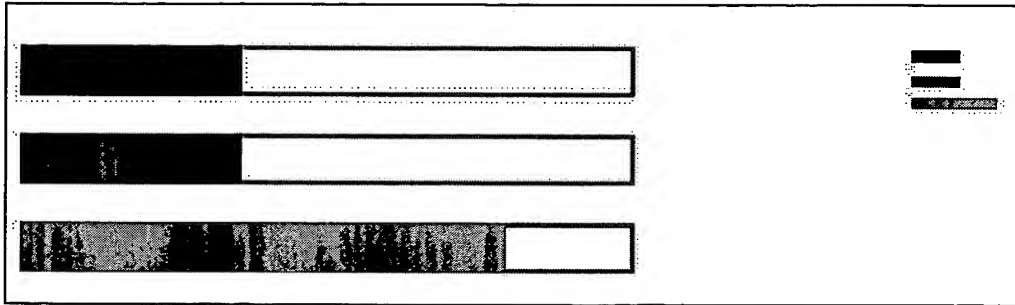


FIG. 12

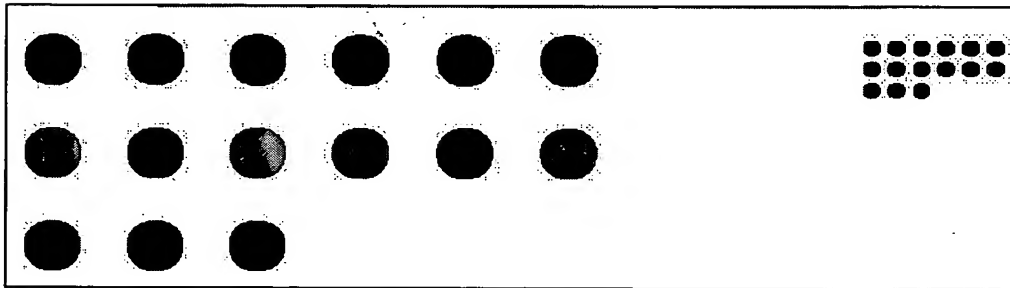


FIG. 13



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1410		?	\$	Sender	Subject	Options	Arrived	Due	Slicky Notes
1402				Alice Anderson	Re: Budget Meeting	►	Today 3:15pm		<input type="text" value="Call John"/>
1403				Elizabeth Taylor	Agenda2.doc	►	Today 2:05pm		<input type="text" value=""/>
1401				Clark Gabe	Not coming	►	Today 11:47am		<input type="text" value="Find replacement"/>
1421				Alice Anderson	Tuesday calls log	►	Today 10:22am		<input type="text" value=""/>
1421				Alice Anderson	To do	►	Yesterday 5:39pm		<input type="text" value=""/>
1421				Marilyn Munroe	Slides and handouts	►	Yesterday 5:31pm		<input type="text" value=""/>
1404				Marilyn Munroe	FutureFast.ppt	►	Yesterday 5:31pm		<input type="text" value=""/>
1422				Marilyn Munroe	Handouts.doc	►	Yesterday 5:31pm		<input type="text" value=""/>
1405				John Spiggins	Re: Budget Meeting	►	10/25/01 8:35pm		<input type="text" value=""/>
1405				John Spiggins	http://www.stars.com/plbs/repc....	►	10/25/01 8:35pm		<input type="text" value=""/>
				Marilyn Munroe	Re: Carpool anyone?	►	10/22/01 11:36pm		<input type="text" value=""/>
				Richard Button	Carpool anyone?	►	10/22/01 11:19pm		<input type="text" value=""/>
				Alice Anderson	Budget Meeting?	►	10/21/01 9:58pm		<input type="text" value=""/>

FIG. 14



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Subject				Due date	Received	ThrasK resources
Sender						
<input checked="" type="checkbox"/>	Bellotti, Victoria	IP stuff			10/26/01	http://www.parc.xerox.com/ic taskmaster features.doc meeting slides.ppt
	[Saved Message]	Call lawyer			10/25/01	
<input checked="" type="checkbox"/>	Ducheneaut, Nicolas	Check this out			10/25/01	
<input checked="" type="checkbox"/>	Smith, Ian	Slides for meeting		11/02/01	10/23/01	
	Etc.	Etc.			Etc.	
	Etc.	Etc.				
	Etc.					
				ThrasK calendar		
				Tuesday		
				11:00 AM Call lawyer		

FIG. 15



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Phone Note

Sender

Alice

Subject

Schedule

Deadline

20/3/2001

Reminder

13/3/2001

Action for Me

4

Other

Alice called about
schedule

TaskMaster

	Sender	Subject	etc
	Alice	Schedule	etc
	Jayne	Budget	etc
	Jon	Hot tip	etc
	Fred	Hello	etc
	Jayne	Budget	etc
	Jon	Hot tip	etc

FIG. 16



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The deadline for the following item has arrived—It is someone else's action:
Message Title: Please send the estimates

Ok	Open Item	Respond ▶	Template reply to item ▶	Polite request
			Auto reply to item	Urgent reminder
			Reassign item	Formal demand
			Forward item	Blank message
			Archive item	
			Delete item	
			Archive item	
			Defer item	

FIG. 17

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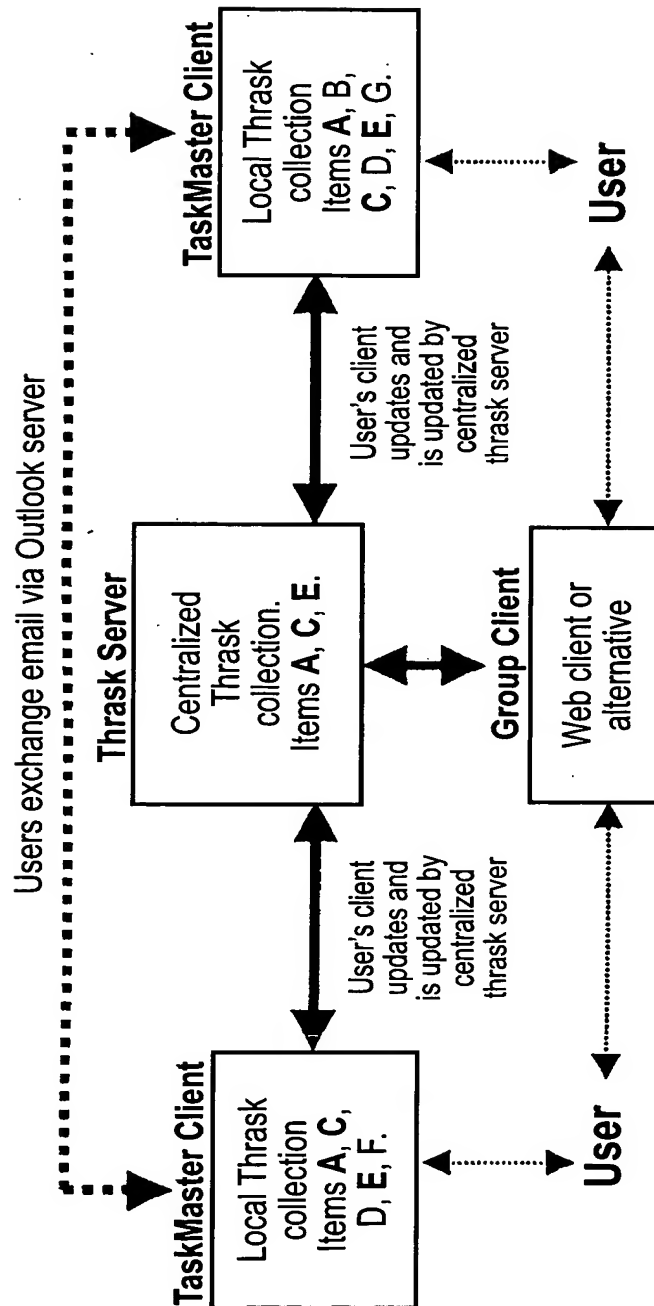


FIG. 18

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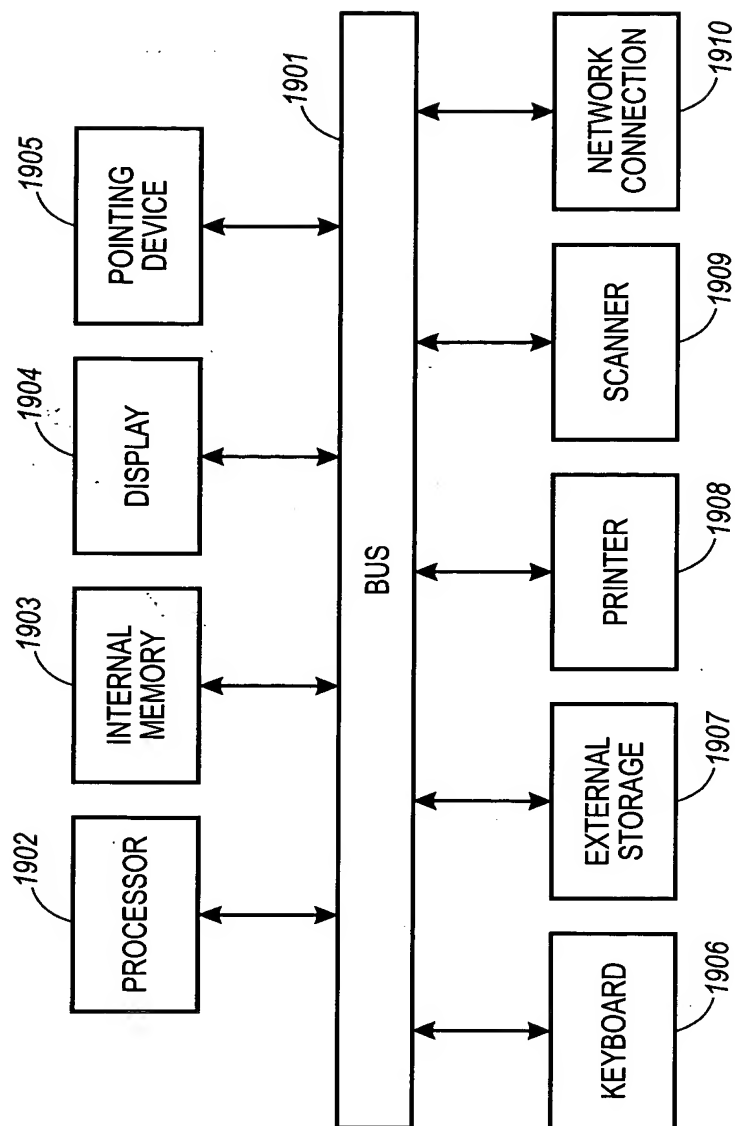


FIG. 19